

# SSCPS Fee Relief Data Collection - (Simplified)

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## Introduction

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In 2023, the Fee Relief Payment under the Start Strong for Community Preschools program provided eligible community and mobile preschools with sustainable long-term funding to deliver 600 hours of low cost, or no cost preschool to eligible children. Passing through this funding directly to families in the form of fee relief is a requirement of the program. The fee relief data collection will capture the total amount of fee relief received by your service and the expenditure of this funding for the 2023 calendar year. The amount of reserved fee relief will then be calculated. The form will request 2023 enrolment information on a per term basis to assist with the calculation and verification of fee relief pass through.

- Services that note an amount of reserved fee relief funds will have their fee relief payments in late 2024 offset by the same amount.
- Services that note a deficit relating to Start Strong fee relief may be eligible for a one-off top-up payment to assist with the deficit accrued.
- Information obtained from the 2023 Annual Preschool Census & any relevant financial acquittal documents will be used to analyse all information obtained during this data collection.

**Before you start** please ensure you have :

- your total 2023 Start Strong for Community Preschools Fee Relief Payments (i.e., Start Strong fee relief payments received from January 2023 - December 2023); and
- your 2023 enrolment information for each term.

**Additional information** Please note the fee relief data collection does not replace the annual accountability requirements. This collection refers to Fee Relief Payments only, and does not include Program Payments.

Please refer to the [department's website](#) for further information on the fee relief data collection, including frequently asked questions. The Start Strong for Community Preschools program guidelines are available [here](#) for further program information.

For support with the fee relief data collection, please send an email through to the department's funding teams at [ecec.funding@det.nsw.edu.au](mailto:ecec.funding@det.nsw.edu.au), or contact the department's Information and Enquiries team at **1800 619 113**.

## Privacy Notice

The Department of Education (the department) is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the department in relation to the Start Strong for Community Preschools program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>)

By entering a submission for the Start Strong for Community Preschools fee relief data collection, you acknowledge and agree that:

- the information your submission provides to the department will be collected and will only be used for the purposes for which it was collected (including, where necessary,

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being disclosed to other Government agencies) or as otherwise permitted by the Privacy Act;

- you have taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in a submission has consented to the fact that the department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

## Identification details

\* indicates a required field

### Identification details

Please take the time to read through this section carefully and provide your identification details in the correct format. The information that you provide in this section will be used to calculate your reserved fee relief offset or a potential one-off payment to address your deficit. Any errors that you enter into this section will delay the process. If you are unsure about any of your identification information, please do not hesitate to contact the department, or consult with your NQA ITS information.

#### **Name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide your first name and surname.

#### **Email \***

Please provide your service's email address.

#### **Phone Number \***

Please provide your service's phone number.

#### **Service Name \***

Please enter service name, not provider name

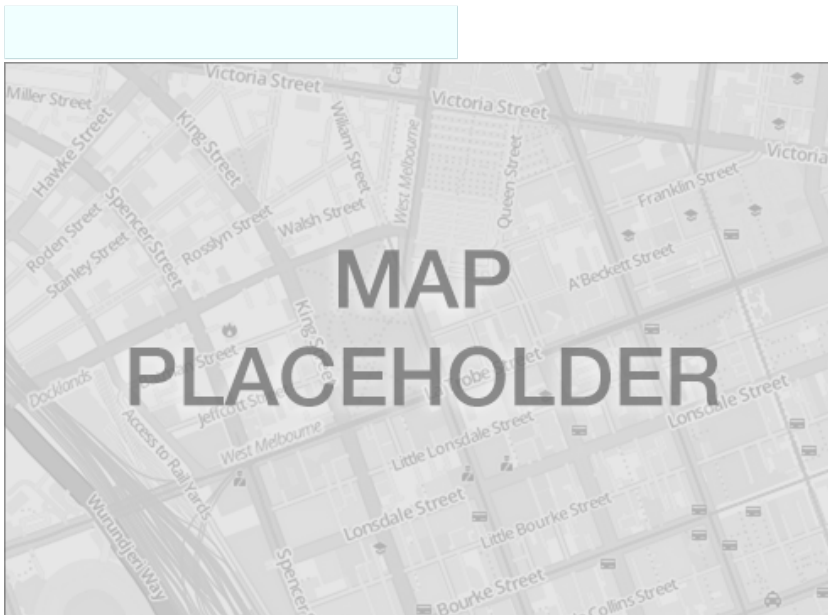
#### **Service Approval ID (SE-ID) \***

Start typing your Service Approval ID (e.g., SE-00001234) and select your SE-ID when it appears. You can only select one SE-ID. If you selected the incorrect SE-ID, you can click on the 'x' next to the SE-ID chosen to remove it.

#### **Service Address \***

Address

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Please enter your service's address, not your provider address.

## **Provider Name \***

Please enter the name of your provider, i.e., the organisation that manages the service.

## **Provider Approval ID (PR-ID) \***

Start typing your Provider Approval ID (e.g., PR-00001234) and select your PR-ID when it appears. You can only select one PR-ID. If you selected the incorrect PR-ID, you can click on the 'x' next to the PR-ID chosen to remove it.

## **Provider ABN (Note: This ABN needs to match with the ABN listed against your provider information in ECCMS) \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

Please note that this needs to match with the ABN that receives Start Strong funding.

## Fee Relief Received & Expenditure

### Section 1: 2023 Fee Relief Payments

In this section, please note the amount of fee relief funding that your service received in each term throughout 2023.

To obtain this information, you can refer to one of the following sources:

1. Email sent on 18 March 2024 detailing your fee relief funding for 2023;
2. ECCMS under the 'Payments' tab of your service's funding specification.
3. Your accounting software, if applicable.

Please note that all funding figures that you provide should be exclusive of GST.

Please only include Start Strong fee relief funding you received in 2023 (i.e., excluding any amount of Start Strong fee relief funding your service may have received in 2024 as a part of an adjustment process).

If you need to, you can click on the maximise button to expand the table below to make it easier to view.

<b>Term 1 2023 Fee Relief Received</b>	<b>Term 2 2023 Fee Relief Received</b>	<b>Term 3 2023 Fee Relief Received</b>	<b>Term 4 2023 Fee Relief Received</b>	<b>Total Fee Relief Funding Received in 2023</b>
Please provide your funding to two decimal places.	Please provide your funding to two decimal places.	Please provide your funding to two decimal places.	Please provide your funding to two decimal places.	This amount is automatically calculated

### Section 2: 2023 Fee Relief expenditure

In this section please enter how much of your service's Start Strong Fee Relief funding your service expended in each term (i.e., how much of your service's fee relief funding you used by providing Start Strong Fee Relief to families/carers. This figure should include any identified surplus fee relief funds your service may have accrued from each term whether or not the surplus has been used).

For more information on Surplus Fee Relief Funds and Reserved Fee Relief Funds, please refer to the [fee relief data collection quick reference guide](#).

**Reminder:** The amount entered into this section must align with the total amount of Start Strong Fee Relief that your service expended as noted in your 2023 Financial Acquittal (if your acquittal has been completed).

If you need to, you can click on the maximise button to expand the table below to make it easier to view.

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<b>Term 1 2023 Fee Relief Expended</b>	<b>Term 2 2023 Fee Relief Expended</b>	<b>Term 3 2023 Fee Relief Expended</b>	<b>Term 4 2023 Fee Relief Expended</b>	<b>Total Fee Relief Funding Expended in 2023</b>
Please provide your expenditure to two decimal places.	Please provide your expenditure to two decimal places.	Please provide your expenditure to two decimal places.	Please provide your expenditure to two decimal places.	This amount is automatically calculated

### Section 3: Net 2023 Fee Relief Calculations by Term

**You do not need to enter in any information into this section.**

This section will automatically calculate the amount of fee relief reserved and/or any deficits accrued on a term-by-term basis in 2023. If the figures do not appear to be correct, please revisit the amounts you entered in **Section 1 & 2** above and review them for any errors that you may have entered.

Negative amounts indicate a deficit accrued. Please be advised that any deficit noted in this submission is not a guarantee of future funding received.

<b>Net Fee Relief for Term 1</b>	<b>Net Fee Relief for Term 2</b>	<b>Net Fee Relief for Term 3</b>	<b>Net Fee Relief for Term 4</b>
\$	\$	\$	\$
This amount is automatically calculated	This amount is automatically calculated	This amount is automatically calculated	This amount is automatically calculated

### Section 4: Estimated Overall Fee Relief Calculations for 2023

**You do not need to enter in any information into this section.**

This section provides a calculated summary of your estimated total reserved fee relief/deficit funds for 2023, based on the information you provided in **Section 1 & 2**. If the figures do not appear to be correct, please revisit the amount of Start Strong Fee Relief your service received in 2023 (**Section 1**) and expended in 2023 (**Section 2**) above and review them for any errors that you may have entered.

Negative amounts indicate a deficit accrued. Please be advised that any deficit noted in this submission is not a guarantee of future funding received.

#### **Total Amount of Reserved Fee Relief/Deficit Funds in 2023**

\$
This amount is automatically calculated

## 2023 Enrolment Information

\* indicates a required field

### Section 5: 2023 Total Enrolments Claiming Fee Relief

In this section, you will note how many enrolments your service had in each term of 2023 **that claimed Start Strong Fee Relief.**

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If your service experienced a fluctuating amount of enrolments claiming fee relief throughout a term, please note the highest number of enrolments that claimed fee relief in that given term.

If you did not have any enrolments that claimed fee relief in a particular term, please enter '0'. If you enter a number greater than 0, a corresponding field will appear below that will ask you to provide more information on the enrolments that claimed fee relief in that given term.

- For example, if you note that you had 10 enrolments claiming fee relief in Term 1 in this section, **Section 7.1: 2023 Term 1 Enrolments - Enrolled Hours Breakdown** will then become available for you to provide information on how many children claimed fee relief who were enrolled for 600 hours or more, or fewer than 600 hours. The calculator in **Section 6** will assist you with this process.

**Note to mobile preschool providers:** If the same child attends multiple mobile venues, please only count this child once.

<b>5A) Term 1 2023 Enrolments</b>	<b>5B) Term 2 2023 Enrolments</b>	<b>5C) Term 3 2023 Enrolments</b>	<b>5D) Term 4 2023 Enrolments</b>
Only count enrolments that claimed fee relief.	Only count enrolments that claimed fee relief.	Only count enrolments that claimed fee relief.	Only count enrolments that claimed fee relief.

## Section 6: Operating Weeks & Enrolment Hours Calculator

This section will help you calculate how many hours a child must be enrolled at your service per week in order to reach 600 hours of enrolment per year.

In field 6A below, please enter the number of weeks your service was operational in 2023 (by default, this has been set to 40. You can adjust this figure accordingly).

For example:

- If your service was operational for 40 weeks in 2023, then a child needed to be enrolled at your service for a minimum of 15 hours per week in order to reach 600 hours per year (and therefore be eligible for the highest amount of fee relief funding).
- Therefore, any child enrolled for fewer than 15 hours would have received less than 600 hours of early childhood education in 2023 (not accounting for any other attendance the child may have received outside of their standard enrolment).

**6A) How many weeks was your service operational in 2023? \***

40

If your service opened partway through 2023, please note how many weeks your service is operational in a standard year.

**6B) Number of preschool hours a child would need to be enrolled per week in order to reach 600 hours or more annually**

A child needs to be enrolled for at least this many hours (per week) to reach 600 hours of enrolment per year.

## Section 7.1: 2023 Term 1 Enrolments - Enrolled Hours Breakdown

For this section, please note to the best of your ability **how many enrolments that claimed fee relief** were enrolled for A) at least 600 hours, or B) fewer than 600 hours.

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The total enrolments claiming fee relief in this Term will be shown at the bottom of this section (in **7.1C**), and should be equal to the number of enrolments claiming fee relief in this term that you noted in **5A** (as reflected in **7.1D**).

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

**Note to mobile preschool providers:** When considering enrolments across multiple mobile services, please count the number of weekly preschool hours the enrolment attends across all venue locations.

**6B) Number of preschool hours a child would need to be enrolled per week in order to reach 600 hours or more annually**

As shown in Section 6. This number is displayed here to assist you with the fields below.

**7.1A) Number of children enrolled in Term 1 for 600 hours or more (that claimed fee relief) \***

Please only note children who claimed fee relief in this term, who were enrolled for weekly hours equal or higher than the number of hours as shown in 6B.

**7.1B) Number of children enrolled in Term 1 for fewer than 600 hours (that claimed fee relief) \***

i.e., children enrolled for fewer hours per week shown in 6B

**7.1C) Total Term 1 Enrolments Claiming Fee Relief (As noted in this Section)**

This number is automatically calculated. This number should match the number shown directly below in 7.1D. If it doesn't, then you have either noted too many enrolments in this section, or you have noted an incorrect number of enrolments in field 5A.

**7.1D) Term 1 Enrolments Claiming Fee Relief (As noted in Section 5)**

This number is automatically calculated. This number was what you provided in field 5A, and should match the number directly above in field 7.1C.

## Section 7.2: 2023 Term 2 Enrolments - Enrolled Hours Breakdown

For this section, please note to the best of your ability **how many enrolments that claimed fee relief** were enrolled for A) at least 600 hours, or B) fewer than 600 hours.

The total enrolments claiming fee relief in this Term will be shown at the bottom of this section (in **7.2C**), and should be equal to the number of enrolments claiming fee relief in this term that you noted in **5B** (as reflected in **7.2D**).

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

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**Note to mobile preschool providers:** When considering enrolments across multiple mobile services, please count the number of weekly preschool hours the enrolment attends across all venue locations.

**6B) Number of preschool hours a child would need to be enrolled per week in order to reach 600 hours or more annually**

As shown in Section 6. This number is displayed here to assist you with the fields below.

**7.2A) Number of children enrolled in Term 2 for 600 hours or more (that claimed fee relief) \***

Please only note children who claimed fee relief in this term, who were enrolled for weekly hours equal or higher than the number of hours as shown in 6B.

**7.2B) Number of children enrolled in Term 2 for fewer than 600 hours (that claimed fee relief) \***

i.e., children enrolled for fewer hours per week shown in 6B

**7.2C) Total Term 2 Enrolments Claiming Fee Relief (As noted in this Section)**

This number is automatically calculated. This number should match the number shown directly below in 7.2D. If it doesn't, then you have either noted too many enrolments in this section, or you have noted an incorrect number of enrolments in field 5B

**7.2D) Term 2 Enrolments Claiming Fee Relief (As noted in Section 5)**

This number is automatically calculated. This number was what you provided in field 5B, and should match the number directly above in field 7.2C.

## Section 7.3: 2023 Term 3 Enrolments - Enrolled Hours Breakdown

For this section, please note to the best of your ability **how many enrolments that claimed fee relief** were enrolled for A) at least 600 hours, or B) fewer than 600 hours.

The total enrolments claiming fee relief in this Term will be shown at the bottom of this section (in **7.3C**), and should be equal to the number of enrolments claiming fee relief in this term that you noted in **5C** (as reflected in **7.3D**).

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

**Note to mobile preschool providers:** When considering enrolments across multiple mobile services, please count the number of weekly preschool hours the enrolment attends across all venue locations.

**6B) Number of preschool hours a child would need to be enrolled per week**

As shown in Section 6. This number is displayed here to assist you with the fields below.

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**in order to reach 600 hours or more annually \***

**7.3A) Number of children enrolled in Term 3 for 600 hours or more (that claimed fee relief) \***

Please only note children who claimed fee relief in this term, who were enrolled for weekly hours equal or higher than the number of hours as shown in 6B.

**7.3B) Number of children enrolled in Term 3 for fewer than 600 hours (that claimed fee relief) \***

i.e., children enrolled for fewer hours per week shown in 6B

**7.3C) Total Term 3 Enrolments Claiming Fee Relief (As noted in this Section)**

This number is automatically calculated. This number should match the number shown directly below in 7.3D. If it doesn't, then you have either noted too many enrolments in this section, or you have noted an incorrect number of enrolments in field 5C.

**7.3D) Term 3 Enrolments Claiming Fee Relief (As noted in Section 5)**

This number is automatically calculated. This number was what you provided in field 5C, and should match the number directly above in field 7.3C.

## Section 7.4: 2023 Term 4 Enrolments - Enrolled Hours Breakdown

For this section, please note to the best of your ability **how many enrolments that claimed fee relief** were enrolled for A) at least 600 hours, or B) fewer than 600 hours.

The total enrolments claiming fee relief in this Term will be shown at the bottom of this section (in **7.4C**), and should be equal to the number of enrolments claiming fee relief in this term that you noted in **5D** (as reflected in **7.4D**).

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

**Note to mobile preschool providers:** When considering enrolments across multiple mobile services, please count the number of weekly preschool hours the enrolment attends across all venue locations.

**6B) Number of preschool hours a child would need to be enrolled per week in order to reach 600 hours or more annually \***

As shown in Section 6. This number is displayed here to assist you with the fields below.

**7.4A) Number of children claiming fee relief enrolled in Term 4 for 600 hours or more**

Please only note children who claimed fee relief in this term, who were enrolled for weekly hours equal or higher than the number of hours as shown in 6B.

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(that claimed fee relief)

\*

**7.4B) Number of children enrolled in Term 4 for fewer than 600 hours (that claimed fee relief) \***

i.e., children enrolled for fewer hours per week shown in 6B

**7.4C) Total Term 4 Enrolments Claiming Fee Relief (As noted in this Section)**

This number is automatically calculated. This number should match the number shown directly below in 7.4D. If it doesn't, then you have either noted too many enrolments in this section, or you have noted an incorrect number of enrolments in field 5D.

**7.4D) Term 4 Enrolments Claiming Fee Relief (As noted in Section 5)**

This number is automatically calculated. This number was what you provided in field 5D, and should match the number directly above in field 7.4C.

## Review & Conclusion

\* indicates a required field

### Declaration

**I confirm the information provided is complete, correct and accurate \***

Yes

Please tick the box to confirm the statement

**I am authorised to submit this information on behalf of the Approved Provider \***

First Name

Last Name

### Feedback

You are nearing the end of the submission process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the reporting process:**

Very easy

Easy

Neutral

Difficult

Very difficult

**How many minutes in total did it take you to complete this progress report?**

Estimate in minutes

**Please provide any further comments or details you wish to include as part of this data collection**

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